

PROPERTY OFFICER TRAINING

September 24, 2014

What is coming?

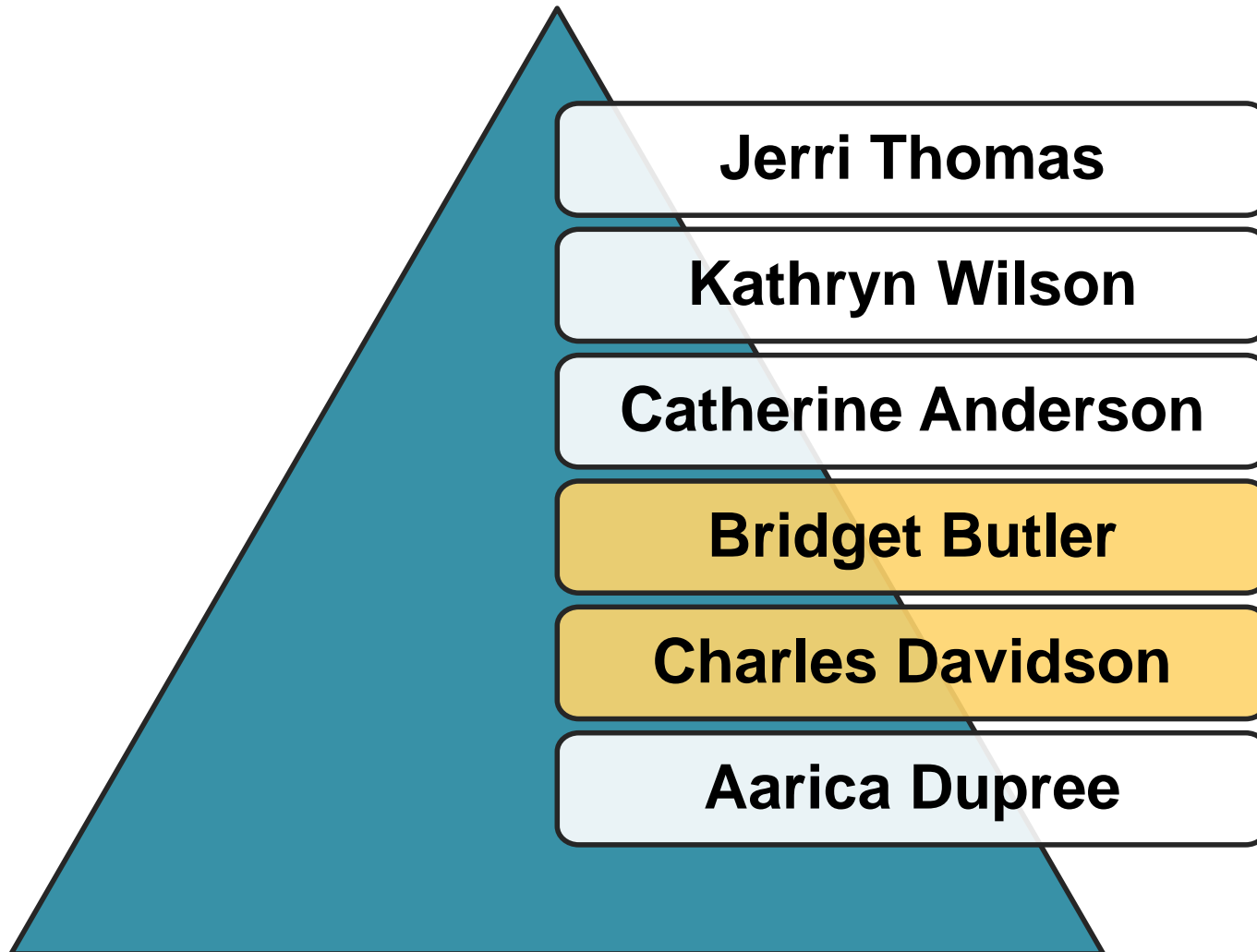


Excess Property
Declarations



Control Account

DGS Personnel



Compliance Audit

- **A compliance audit is a comprehensive review of an organization's adherence to regulatory guidelines**

Compliance Audit



What do I need to do be ready?







Maryland Department of General Services

**INVENTORY
STANDARDS**

**SUPPORT
SERVICES
DIVISION**

**INVENTORY
CONTROL
MANUAL**

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

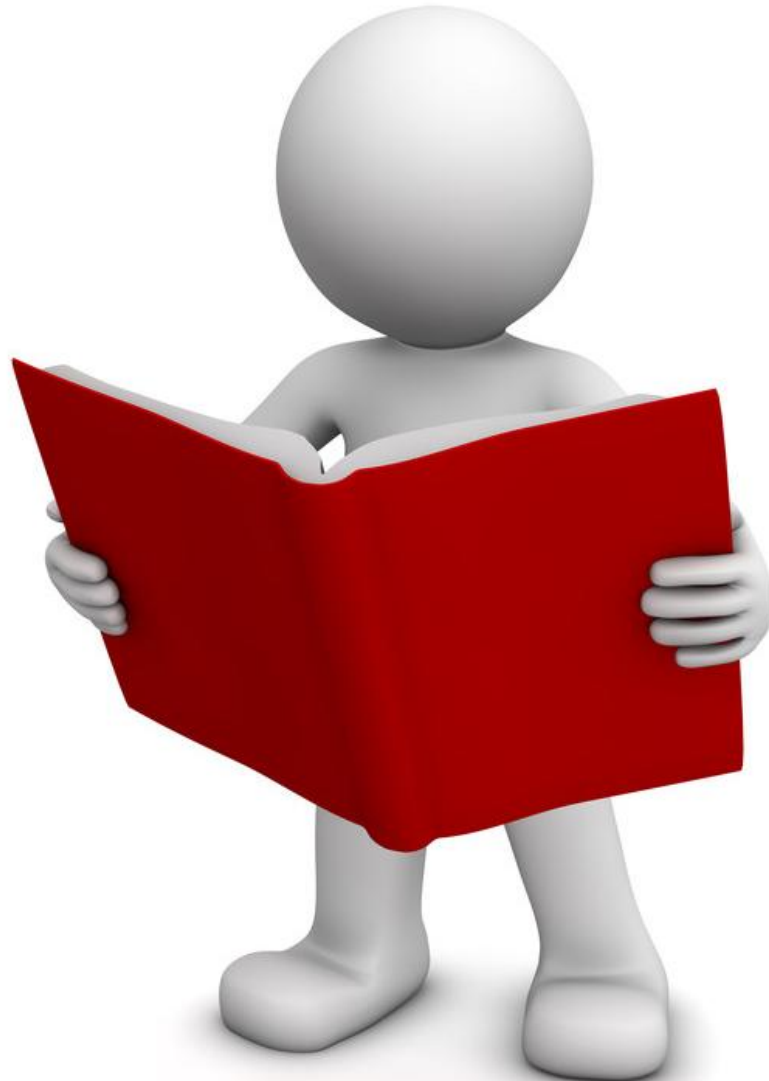
Alvin C. Collins
Secretary

Start Here

Read

The

Manual





Agency Signature Authorization Form

Part A

Date:	_____	Agency Budget Code:	_____
Agency Name:	_____		
Accountable For:	_____		
Sub-Unit Name(s):	_____		
Agency Address:	_____		

City/County:	_____	Zip:	_____
Agency Head/ Designee's Name:	_____		
Agency Head/ Designee Signature:	_____		
Title:	_____		
Phone Number:	_____	Ext.:	_____
Fax Number:	_____	E-Mail:	_____

Part B

Date:	_____	Agency Budget Code:	_____
Agency Name:	_____		
Accountable For:	_____		
Sub Unit Name(s):	_____		
Agency Address:	_____		

City/County:	_____	Zip:	_____
Property Officer's Name:	_____		
Property Officer's Signature:	_____		
Title:	_____		
Phone Number:	_____	Ext.:	_____
Fax Number:	_____	E-Mail:	_____

Agency Signature Authorization Form - **ALTERNATE PROPERTY OFFICER**

Part A

Date:	_____	Agency Budget Code:	_____
Agency Name:	_____		
Accountable For (Sub-Unit Name(s):	_____		
Agency Address:	_____ _____		
City/County:	_____	Zip:	_____
Agency Head/ Designee's Name:	_____		
Agency Head/ Designee's Signature:	_____		
Title:	_____		
Phone Number:	_____	Ext.:	_____
Fax Number:	_____	Email:	_____

Part B

Date:	_____	Agency Budget Code:	_____
Agency Name:	_____		
Accountable For (Sub-Unit Name(s):	_____		
Agency Address:	_____ _____		
City/County:	_____	Zip:	_____
Property Officer's Name:	_____		
Property Officer's Signature:	_____		
Title:	_____		
Phone Number:	_____	Ext.:	_____
Fax Number:	_____	Email:	_____

Maryland Department of General Services

Inventory Standards

This is to certify that

has successfully completed

Property Officer Training

*Which meets the minimum requirement of the
Maryland Department of General Services (DGS)
Inventory Standards.*

October 2, 2014

James Bertocchio, Property Officer

Kathryn Wilson, Manager

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. _____
		Page _____ of _____
Agency _____		Division/Unit _____
Item No.	Description	Retention
Schedule Approved by Department, Agency, or Division Representative. Date _____ Signature _____ Typed Name _____ Title _____		Schedule Authorized by State Archivist Date _____ Signature _____

(ITEM)		(ITEM No.)	(AGENCY)	
MAKER _____	MAKER'S No. _____	ORDER No. _____	DATE _____	
TYPE _____	COLOR _____	VENDOR _____		
SIZE _____		DATE OF INSTALLATION _____		
COMPOSITION _____		DATE OF PAYMENT _____	TR. No. _____	
ATTACHMENTS _____		SOURCE OF FUNDS USED _____		
OPERATION: ELECTRIC () MANUAL () _____		COST - CASH DISBURSEMENT \$ _____		
NUMBER OF UNITS _____		TRADE-IN ALLOWANCE _____		
		TOTAL \$ _____		

LOCATION RECORD		INVENTORY CHECKS									
DATE	LOCATION	DATE	BY	DATE	BY	DATE	BY	DATE	BY	DATE	BY

DISPOSITION			
DATE	NATURE		
	SOLD () AS SURPLUS () JUNK () PROCEEDS () TRADED () To _____ ON REPLACEMENT BY ITEM NO. _____ ALLOWANCE () \$ _____		
	TRANSFERRED ON INVENTORY BASIS TO _____		
	DISPOSITION AUTHORIZED BY _____ ON _____		
	DESTROYED BY FIRE (); FLOOD (); STOLEN (); _____ () INSURANCE (OTHER - SPECIFY) _____ RECOVERY \$ _____		
	DISCARDED AS UNSERVICEABLE (); LOST (); _____ (OTHER - SPECIFY) _____		
	REMOVAL FROM INVENTORY AUTHORIZED BY _____ ON _____		

DGS 950-2
STATE OF MARYLAND INSTITUTIONAL AND OFFICE EQUIPMENT INVENTORY
4/83

Please Login



Username:

Username

Password:

● ● ● ● ● ●

☐ Remember Password

Login

Cancel



Exhibit 1

INVENTORY CONTROL ACCOUNT

EXAMPLE:

DATE	DESCRIPTION	ADDITIONS	DELETIONS	BALANCE *
07/01/03	Beginning Balance			\$50,000 (1)
09/30/03	Acquisitions 07/01/03 - 09/30/03	\$10,000 (2)		\$60,000 (3)
09/30/03	Disposals 07/01/03 - 09/30/03		\$5,000 (4)	\$55,000 (5)

Explanation:

- (1) \$50,000 is the beginning inventory value on 07/01/03
- (2) \$10,000 represents the total acquisitions (purchases, transfers in, etc.) transacted during the reporting period 07/0/03 - 09/30/03
- (3) \$60,000 is the total inventory value after acquisitions for the reporting period have been applied to the beginning balance.
- (4) \$5,000 represents the total disposal (sales, transfers out, scrap, etc.) transacted during the reporting period 07/01/03 - 09/30/03
- (5) \$55,000 is the ending inventory value on 09/30/03

* Detail records should be maintained to support these totals until after the next legislative audit has been completed and as prescribed by the agency's record retention schedule.



BPBG

45 125

09/16/2014

DEPARTMENT OF GENERAL SERVICES
INVENTORY STANDARDS & SUPPORT SERVICES DIVISION
301 W. PRESTON STREET, ROOM 703
BALTIMORE, MD 21201
(410) 767-0587 TELEPHONE NUMBER
(410) 333-7836 FAX NUMBER

ANNUAL REPORT OF FIXED ASSETS

The following amounts should be recorded for the various fixed assets of this agency for the fiscal year ended June 30, 2014.

Agency Name: _____

Agency Code: _____

_____	_____	_____
Name (please print)	Authorized Signature	Submission Date
_____	_____	_____
Address	Telephone No.	E-mail Address

Please correct any address and agency information as necessary.

ANNUAL SUMMARY INFORMATION		Land and Improvements	Buildings and Improvements	Equipment	Construction in Progress	Art & Historical Treasures	Infrastructures	Totals
Balances, July 1, 2013								0.00
NOTE: Use (-) Minus Sign/Negative Number When Subtracting – ex: -5.00								
Additions (a)	+							0.00
Transfers from Construction in Progress (a)	+							0.00
Transfers from other State Agencies (a), (b)	+							0.00
Transfers to other State Agencies (a), (b)	-							0.00
Disposals (a)	-							0.00
Balances, June 30, 2014		0.00	0.00	0.00	0.00	0.00	0.00	0.00

(a) The amounts shown in the columns of this section must represent actual cost as recorded on the agency's records.

(b) List the amounts for each agency reflected in these amounts on the reverse side of this form.

Equipment has been inventoried in accordance with instructions in the Inventory Control Manual issued by the Department of General Services? Yes ☐ No ☐

Date of last physical inventory for sensitive items: _____

Date of last physical inventory for non-sensitive items: _____

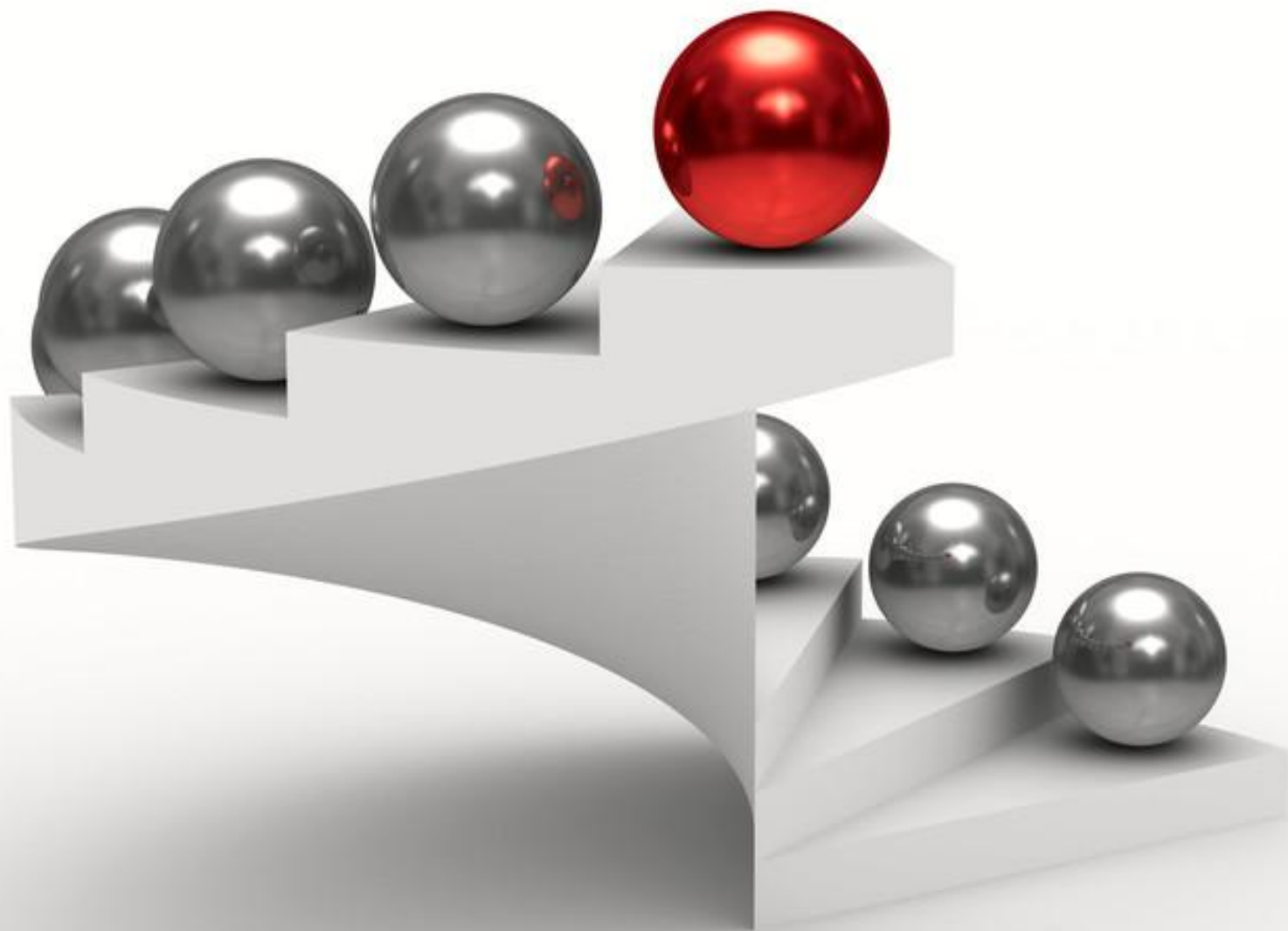
PREPARE IN DUPLICATE AND FORWARD WITH BACK-UP DOCUMENTATION FOR EACH APPLICABLE CATEGORY (itemized inventory listing with dollar (\$) value), BY SEPTEMBER 15, 2014

ORIGINAL: Department of General Services – Inventory Standards and Support Services Division
DUPLICATE: Retain in Agency File

Exhibit 2

Agency Manual







Asset General Information

File Edit Tools Help sa Fabrikam, Inc. 4/12/2017

Save Clear Purchase

Redisplay

Asset ID	000129	1			Status	Active
Description	Audit Adjustment					
Extended Description	From Fiscal 2010 Audit Adjustments					
Short Name						
Master Asset ID						

Class ID	FURN	
Type:	New	▼
Property Type:	Personal	▼
Account Group ID	FURN & FIXTURE	

Acquisition Date	12/31/2010	
Currency ID	Z-US\$	
Acquisition Cost	\$0.00000	→

Physical Loc ID		→
Asset Label		
Structure ID		
Custodian		
Manufacturer Name		→

Location ID		→
Quantity	1	→
Last Maintenance		→
Date Added	1/14/2012	→

☒ Auto Add Book Info

|◀◀▶▶| by Asset ID ▼

Asset Track Report
Post Database Update from Hand Held Computer Status Report

Inventory

Building B01002

Room 601

User ID	Barcode	Old Tag	Scan Date	Status
002	0004130		10/31/2013	Item Marked For Disposal

Building B01002

Room BB

User ID	Barcode	Old Tag	Scan Date	Status
002	0021451		10/23/2013	Barcode not found

Building B01002

Room KC

User ID	Barcode	Old Tag	Scan Date	Status
002	0021459		10/18/2013	Barcode not found

Building B01002

Room MG

User ID	Barcode	Old Tag	Scan Date	Status
002	0022562		10/30/2013	Barcode not found

<p align="center">EXCESS PROPERTY DECLARATION STATE OF MARYLAND DEPARTMENT OF GENERAL SERVICES 301 W. PRESTON STREET, ROOM 1009A BALTIMORE, MARYLAND 21201 410-767-0587</p>	<p align="right">1 of 1</p> <p>Instructions: 1. Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual.</p>	<p align="right">DGS Control No.</p>
--	---	--------------------------------------

DGS Control No.

Date:

Items Listed below are certified to be in excess of this agency's needs. The Department of General Services is hereby requested to arrange disposal.

Item No.	Qty.	Property Tag No.	Description	Acquisition		Good	Fair	Poor	USRV	Description Of Needed Repairs
				Cost	Mo/yr.					
TOTAL:										

**REPORT OF MISSING OR
STOLEN PERSONAL STATE PROPERTY**

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES

301 W. Preston Street, Suite 703
Baltimore, Maryland 21201
(410) 767-0587

DGS Control No. _____

Agency: _____

Sub-Unit: _____

Address: _____

Address 2: _____

City: _____ State _____ Zip Code _____

Accountable Officer: _____

Telephone: _____ Date: _____

INSTRUCTIONS:

- Forward in triplicate to: **(DO NOT FAX)**
Department of General Services
Inventory Standards & Support Services Division
301 W. Preston Street, Suite 703
Baltimore, MD 21201
- Attach Police Report for Stolen Property
- Refer to Reporting Procedure for Stolen/Missing Property in the DGS Inventory Control Manual.

Property Officer

Signature _____ Date _____

Department Secretary

Signature _____ Date _____

Item No.	Select		Description	Property Tag No.	Purchase Date	Purchase Price
	Stolen	Missing				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
TOTAL						\$0.00

1. FOR BOTH STOLEN AND MISSING STATE PROPERTY:

- a. Item(s) identified as State property with permanent type labeling or engraving? ☐ Yes ☐ No
b. Describe other security measures: _____

2. FOR MISSING PROPERTY ONLY:

- a. Date loss was discovered _____
b. Date of last physical inventory _____
c. Explain how the loss might have occurred _____

Describe Measures Taken to Prevent Future Occurrence

FOR DGS USE ONLY

COMPLIANCE

AUDITS

ARE

YOUR

FRIENDS







7/22/2014

DELL CPU's - GovDeals.com

GovDeals
A LIQUIDITY SERVICES MARKETPLACE

[Searches](#)[FAQ](#)[Contact Us](#)[About Us](#)[Home](#)[Log In](#)[Register](#)[View Auctions](#)

Like 1.6k

930

July 22, 2014, 04:24 PM ET P20

DELL CPU's



Condition	Category	Inventory ID
See Description	Computers, Parts and Supplies	150239

183 Dell Optiplex GX745

Call [\[redacted\]](#) or email [\[redacted\]](#)@maryland.gov for inspection, questions, or removal by successful bidder etc. Dock is available for loading.

[ENTER CONTACT INFORMATION HERE](#)

[PLEASE READ ALL INSTRUCTIONS BELOW FOR PAYMENT AND OTHER INFO. FAILURE TO MAKE TIMELY PAYMENT OR REMOVE ALL PROPERTY WILL RESULT IN BIDDER DEFAULT](#)

NOTE: ONLY WHAT IS LISTED IS FOR SALE!!!

******IN-PERSON PAYMENTS ARE NOT ALLOWED OR ACCEPTED!******

Guaranty Waiver: *All property is offered for sale "AS IS, WHERE IS." The State of Maryland makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale.*

»Seller Information

Seller Name: [State of Maryland](#) [View seller's other assets](#)Asset Contact: [Jim Bertocchio](#) (Phone: 410-767-4381)

Asset Location: 301 W Preston St
Room 1309
Baltimore, Maryland 21201-2389
[Map to this location](#)

Q Inspection

Most items offered for sale are used and may contain defects not immediately detectable. Please see item description for the contact information to schedule an inspection if permitted.

\$ Payment

READ CAREFULLY

******Please make PAYMENT no later than 7 business days from the Auction Close Date************IN-PERSON PAYMENTS ARE NOT ALLOWED OR ACCEPTED!********PAYMENTS ACCEPTED: "CASHIER'S CHECK, MONEY ORDER or CREDIT/DEBIT CARD"****MADE PAYABLE TO: "STATE OF MARYLAND"**

7/22/2014

DELL CPU's - GovDeals.com



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Like 1.8k

930

July 22, 2014, 04:24 PM ET P20

DELL CPU's



Condition	Category	Inventory ID
See Description	Computers, Parts and Supplies	150239

183 Dell Optiplex GX745

Call [REDACTED] or email [REDACTED]@maryland.gov for inspection, questions, or removal by successful bidder etc. Dock is available for loading.

ENTER CONTACT INFORMATION HERE

Auction Ends: ET
Starting Bid: \$0.00
Bid Increment: \$0.00
Minimum Bid: \$0.00

[Terms and Conditions](#)

0 visitors

PLEASE READ ALL INSTRUCTIONS BELOW FOR PAYMENT AND OTHER INFO. FAILURE TO MAKE TIMELY PAYMENT OR REMOVE ALL PROPERTY WILL RESULT IN BIDDER DEFAULT

9/15/2014

UPS: Tracking Information



Proof of Delivery

[Close Window](#)

Dear Customer,

This notice serves as proof of delivery for the shipment listed below.

Tracking Number:	1Z66219R9992581394
Service:	UPS Standard
Weight:	4.00 lbs
Returned On:	09/11/2014 4:21 P.M.
Returned To:	AYLMER, CA
Signed By:	COLLEY
Left At:	Front Desk

Thank you for giving us this opportunity to serve you.

Sincerely,

UPS

Tracking results provided by UPS: 09/15/2014 8:10 A.M. ET

[Print This Page](#)

[Close Window](#)

Date	Item		Amount
08/28/2014 3:00 PM	6" Delta Jointer/Craftsman Belt & Disk Sander:2 Items		\$422.00
	Tax	6.0000%	\$25.32
		Total	\$447.32

Payment Instructions:

READ CAREFULLY ***Please make PAYMENT no later than 7 business days from the Auction Close Date***** ****IN-PERSON**
PAYMENTS ARE NOT ALLOWED OR ACCEPTED!*** PAYMENTS**
ACCEPTED:"CASHIER'S CHECK, MONEY ORDER or
CREDIT/DEBIT CARD" MADE PAYABLE TO : "STATE OF MARYLAND"
*******SIGN THE PAYMENT INSTRUMENT AND INCLUDE YOUR 6**
DIGIT INVENTORY ID #*** MAILING ADDRESS: DEPARTMENT OF**
GENERAL SERVICES FISCAL SERVICES DIVISION 301 WEST PRESTON ST
ROOM 1309 BALTIMORE, MARYLAND 21201. Credit/Debit card payments can
now be made after 12:00pm (noon) the business day following the winning bid.
Go to the following weblink: [https://egov.maryland.gov/dgs/](https://egov.maryland.gov/dgs/GovPay/Auction/Search)
GovPay/Auction/Search

- Enter your Inventory ID#
- Click Search
- Verify the asset
- Click Continue to Pay
- Click Proceed to Pay
- Enter Payment Info

DIRECT YOUR QUESTIONS ABOUT PAYMENTS TO:
Email:dgs.govdealsmailbox@maryland.gov **Phone:** 410-767-2916 or 410-767-1039



James Bertocchio -DGS- <james.bertocchio@maryland.gov>

Online Auction - Property Pick-up Procedures

1 message

Maryland Department of General Services <md.dgs@info.maryland.gov>
Reply-To: md.dgs@info.maryland.gov
To: james.bertocchio@maryland.gov

Thu, Aug 21, 2014 at 3:31 PM

All-

As most of you know, the State of Maryland has been accepting credit card and debit cards as payments for our online auctions won on GovDeals since June 1st.

The world of electronic commerce is extremely dynamic and, we have seen some activities which require us to reinforce the current Property Pick-up responsibilities for State Agency personnel. We have revised your responsibility ever so slightly, and we've strengthened the requirements for our Bid Winner/Clients.

The current Pick-up/Removal procedure can be found on every auction, every Seller's Certificate and, every Buyer's Certificate. Everyone involved with the posting or the pick-up of State of Maryland assets', should be familiar with the procedure.

The Pick-up/Removal procedure is the same, whether the auction is paid for with a money order, cashier's check or, credit/debit card.

The revision in procedure pertains to **Procedure #5**, relating to 3rd party pick-up of assets.

Please read and know the established Property Pick-up/Removal procedure.

The procedure are as follows:

1. *******BUYER MUST REMOVE ALL PROPERTY WITHIN 7 BUSINESS DAYS OF THE DATE OF THE PAYMENT CONFIRMATION*******
2. *******FAILURE TO MAKE TIMELY REMOVAL OF ALL WON PROPERTY WILL RESULT IN THE AUCTION BEING DEFAULTED AND THE BIDDER BLOCKED FROM FUTURE BIDDING.*******
3. *******BID WINNERS "MUST" MAKE PRIOR ARRANGEMENTS WITH THE POINT OF CONTACT LISTED IN THE ITEM DESCRIPTION FOR PICK-UP*******
4. *******BID WINNERS MUST PROVIDE A COPY OF THE PAYMENT CONFIRMATION CERTIFICATE AND A PICTURE ID BEFORE PROPERTY WILL BE RELEASED*******
5. *******IF SOMEONE, OTHER THAN THE BID WINNER IS INVOLVED IN PROPERTY REMOVAL, PLEASE NOTIFY P.O.C. PRIOR TO PICK-UP, A COPY OF THE BID WINNERS ID MUST PRESENTED ALONG WITH THE ID OF THE PICK-UP AGENT******* - *CK THE NAME*
6. *******BID WINNERS ARE RESPONSIBLE FOR PACKING, LOADING AND, REMOVAL OF 100% OF WON PROPERTY*******
7. *******ALL REMOVAL OF PROPERTY IS MONDAY THRU FRIDAY*******

Please insure that all staff involved with facilitating property pick-ups, are provided these procedures and, apply them in every pick-up of State of Maryland assets. You'll find them on the attached document.

*WPS -
GET
COPY
OR
TICKET
TO
TRACE*

The procedure are as follows:

1. *****BUYER MUST REMOVE ALL PROPERTY WITHIN 7 BUSINESS DAYS OF THE DATE OF THE PAYMENT CONFIRMATION*****
2. *****FAILURE TO MAKE TIMELY REMOVAL OF ALL WON PROPERTY WILL RESULT IN THE AUCTION BEING DEFAULTED AND THE BIDDER BLOCKED FROM FUTURE BIDDING. *****
3. *****BID WINNERS "MUST" MAKE PRIOR ARRANGEMENTS WITH THE POINT OF CONTACT LISTED IN THE ITEM DESCRIPTION FOR PICK-UP*****
4. *****BID WINNERS MUST PROVIDE A COPY OF THE PAYMENT CONFIRMATION CERTIFICATE AND A PICTURE ID BEFORE PROPERTY WILL BE RELEASED*****
5. *****IF SOMEONE, OTHER THAN THE BID WINNER IS INVOLVED IN PROPERTY REMOVAL, PLEASE NOTIFY P.O.C. PRIOR TO PICK-UP, A COPY OF THE BID WINNERS ID MUST PRESENTED ALONG WITH THE ID OF THE PICK-UP AGENT*****
-CK THE NAME
6. *****BID WINNERS ARE RESPONSIBLE FOR PACKING, LOADING AND, REMOVAL OF 100% OF WON PROPERTY*****
7. *****ALL REMOVAL OF PROPERTY IS MONDAY THRU FRIDAY*****

WPS -
GET
COPY
OR
TICKET
TO
RACE

Please insure that all staff involved with facilitating property pick-ups, are provided these procedures and, apply them in every pick-up of State of Maryland assets. You'll find them on the attached document.

CUSTOMER
FRIENDLY
SUPPORT
INNOVATIVE
POSITIVE
PRELIMINARY
SERVICE

<p align="center">EXCESS PROPERTY DECLARATION STATE OF MARYLAND DEPARTMENT OF GENERAL SERVICES 301 W. PRESTON STREET, ROOM 1009A BALTIMORE, MARYLAND 21201 410-767-0587</p>	<p>Instructions: 1. Refer to Property Disposal Procedures in Department of General Services Inventory Control Manual.</p>	<p align="right">1 of 1</p> <p align="right">DGS Control No.</p>
---	--	--

DGS Control No.

Date:

Items Listed below are certified to be in excess of this agency's needs. The Department of General Services is hereby requested to arrange disposal.

Item No.	Qty.	Property Tag No.	Description	Acquisition		Good	Fair	Poor	USRV	Description Of Needed Repairs
				Cost	Mo./yr.					
				TOTAL:	-					

EXCESS PROPERTY DISPOSAL ORDER STATE OF MARYLAND DEPARTMENT OF GENERAL SERVICES INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION 301 WEST PRESTON STREET, ROOM 703 BALTIMORE, MARYLAND 21201 410-767-0587 DGS CONTROL NO.	INSTRUCTIONS: SECTION A: Completed by Custodial Agency and returned to Inventory Standards and Support Services Division. SECTION B: Completed by DGS and returned to Agency for record retention.
---	---

Department or Agency: _____

Sub-Unit: _____

Property Officer: _____

 The following instructions pertain to your Excess Property Declaration dated: _____

- ☐ Item # _____ To be entered into the template on GOVDEALS.NET State of Maryland Client Server to be placed on HOLD for auction. Please ensure photos are uploaded to your template. After the item has been sold and picked up, sign Section A and return to ISSSD **along with a copy of the signed payment confirmation.**
- ☐ Item # _____ Please email Natalie Weddle at (natalie@eendusa.com) upon receipt of this EPDO to make arrangements for pick-up or delivery of the item(s). After pick-up or delivery, sign Section A and return to ISSSD **along with a copy of the E-End receipt.**
- ☐ Item # _____ Please email Regina Leverett at (rleverett@crsrecycling.com) upon receipt of this EPDO to make arrangements for pick-up or delivery of the item(s). After pick-up or delivery, sign Section A and return to ISSSD **along with a copy of the Creative Recycling receipt.**
- ☐ Item # _____ Dispose of as junk. After disposal, sign Section A and return to ISSSD.
- ☐ Item # _____ Trade in as requested. After trade-in, sign Section A and return to ISSSD.
- ☐ Item # _____ Transfer as requested. After transfer, sign Section A and return to ISSSD.

Per: _____ Date: _____

SECTION A: Custodial Agency shall complete this section and return a copy of this order to the Inventory Standards and Support Services Division.

I certify that the disposal action(s) indicated above have been completed.

 Signature of the Property Officer Date

SECTION B: Removal of the above-referenced items from your inventory records is hereby authorized.

 Inventory Standards and Support Services Division Date

Mailbox for EPD and EPDO's

- Email Cathe Anderson at:
- dgs.statewidepropertydisposals@maryland.gov

EXCESS PROPERTY DECLARATION
STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
301 W. PRESTON STREET, ROOM 1009A
BALTIMORE, MARYLAND 21201
410-767-0587

Instructions:
 1. Refer to Property Disposal Procedures in Department
 of General Services Inventory Control Manual.

1 of 2

DGS Control No.

141520

Agency: Dept of General Services
 Sub-Unit: Central Information Office
 Sub-Unit Code: 235185
 Address: 301 W. Preston St, Baltimore MD 21201
 Contact Person: Accountable Officer
 E-mail Address: inventory.man@maryland.gov
 Phone No.: 410-555-5555

Forwarded By: _____
 Property Officer: Jim Bertocchio

Signature: _____ Date: _____
 E-mail Address: james.bertocchio@maryland.gov
 Agency Head: Kathryn Wilson

Signature: _____ Date: _____

Items Listed below are certified to be in excess of this agency's needs. The Department of General Services is hereby requested to arrange disposal.

Item No.	Qty.	Property Tag No.	Description	Acquisition		Good	Fair	Poor	USRV	Description Of Needed Repairs
				Cost	Mo/yr.					
1	1	0025254	desk	550.00	8/05		X			row height 15
2	1	0008951	file system Hon 8500 Series locking	1,200.00	2/01		X			row height 30
3	1	0022463	plotter printer IBM Wide Mouth model JP425 sn: 893456	6,500.00	7/00			X		row height 45
4	1									
5	1									
6	1	0000434	conference table	552.00	8/101				X	leg broken, top scratched
7	1	NOI	HP ink CF45 (materials & supplies)	NOI	NOI	X				
8	1	NOI	chair (non-capital item serviceable)	NOI	NOI		X			
9	1	NOI	chair (non-capital item unserviceable)	NOI	NOI				X	seat torn, pneumatic seal gone won't stay at height
10	1	0017845	monitor flat screen (no barcode on item)	180.00	6/09		X			ID by serial number
11	1	0014280	monitor flat screen	193.00	NOI		X			date not listed in detail
12	1	NOI	monitor crt	NOI	NOI			X		item not in inventory detail
13	1	0001245	monitor crt	255.00	10/01			X		
14	1	0000923	monitor crt	NOI	NOI			X		has tag but not in detail

Item No.	Qty.	Property Tag No.	Description	Acquisition		Good	Fair	Poor	USRV	Description Of Needed Repairs	2 of 2
				Cost	Mo/yr.						
15	2		whatever								
16	1		whatever								
17	1		whatever								
										all hard drives removed	
										request to scrap	
										request to transfer to DHMH	

18

TOTAL: 9,430.00

INSTRUCTIONS FOR COMPLETING FORM - DGS-950-9

1. **Item Number** - Number items on each declaration consecutively starting from Number 1.
2. **Quantity** - List the number of items under a single description (i.e. classroom chairs) that do not have individual equipment I. D. #'s.
3. **Property Tag Number** - List the property identification number that identifies that particular piece of property.
4. **Description** - Provide as much descriptive information for each item as necessary for positive identification, such as color, size, type of material, unit of measure if other than each, etc. For equipment, also include the year, make, model and serial number.
5. **Acquisition Cost and Date** - List the total purchase cost of all units and month and year acquired.
6. **Condition** - Check the column marked "Good", "Fair", or "Poor" to indicate that an item can be used "as is" without repairs or refurbishing even though it may be old, worn or obsolete, "Good" means an item is serviceable and both appearance and operation are completely satisfactory. "Fair" means an item is serviceable and the appearance or operation does not show signs of abuse or hard wear. "Poor" means an item is serviceable but abuse or hard wear is obvious in the appearance or operation. Check the column marked "Unserviceable" to indicate that an item is inoperable, will not operate in a satisfactory manner or is not functional without repairs or refurbishing.
7. **Description of needed repairs** - If the unserviceable column is checked, describe repairs necessary to restore to "Good" condition.
8. **Trade-In Items** - Refer to the Excess Property Disposal procedures in the DGS Inventory Control Manual.
9. **Location of Property** - If the property is located somewhere different than indicated on the Excess Property Declaration it should be noted on the paperwork.
10. **Motor Vehicles** - Refer to the Appendix 1 - State Motor Vehicle Disposition in the DGS Inventory Control Manual.
11. **Send Completed Form(s) to:** **Department of General Services
Inventory Standards
301 W. Preston Street Room 703
Baltimore, MD 21201**

4. **Description** - Provide as much descriptive information for each item as necessary for positive identification, such as color, size, type of material, unit of measure if other than each, etc. For equipment, also include the year, make, model and serial number.
5. **Acquisition Cost and Date** - List the total purchase cost of all units and month and year acquired.
6. **Condition** - Check the column marked "Good", "Fair", or "Poor" to indicate that an item can be used "as is" without repairs or refurbishing even though it may be old, worn or obsolete, "Good" means an item is serviceable and both appearance and operation are completely satisfactory. "Fair" means an item is serviceable and the appearance or operation does not show signs of abuse or hard wear. "Poor" means an item is serviceable but abuse or hard wear is obvious in the appearance or operation. Check the column marked "Unserviceable" to indicate that an item is inoperable, will not operate in a satisfactory manner or is not functional without repairs or refurbishing.

REPORT OF MISSING OR STOLEN PERSONAL STATE PROPERTY

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
301 W. Preston Street, Suite 703
Baltimore, Maryland 21201
(410) 767-0587

DGS Control No. _____

INSTRUCTIONS:

- Forward in triplicate to: **(DO NOT FAX)**
Department of General Services
Inventory Standards & Support Services Division
301 W. Preston Street, Suite 703
Baltimore, MD 21201
- Attach Police Report for Stolen Property
- Refer to Reporting Procedure for Stolen/Missing Property in the DGS Inventory Control Manual.

Agency: _____
Sub-Unit: _____
Address: _____
Address 2: _____
City: _____ State _____ Zip Code _____
Accountable Officer: _____
Telephone: _____ Date: _____

Property Officer

Signature _____ Date _____

Department Secretary

Signature _____ Date _____

Item No.	Select		Description	Property Tag No.	Purchase Date	Purchase Price
	Stolen	Missing				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
TOTAL						\$0.00

- 1. FOR BOTH STOLEN AND MISSING STATE PROPERTY:**
a. Item(s) identified as State property with permanent type labeling or engraving? ☐ Yes ☐ No
b. Describe other security measures: _____

- 2. FOR MISSING PROPERTY ONLY:**
a. Date loss was discovered _____
b. Date of last physical inventory _____
c. Explain how the loss might have occurred _____

Describe Measures Taken to Prevent Future Occurrence

FOR DGS USE ONLY

Questions for Missing & Stolen Items

- **Have the individual to whom it was assigned or responsible for the loss provide a written statement of the circumstances**
- **To whom was the item assigned?**
- **Who else had access to it?**
- **Who used it last?**
- **When was it used last?**

Questions for Missing & Stolen Items

- **Where was it used last?**
- **Where was it kept when not in use?**
- **Locked up?**
- **How do you know it wasn't stolen?**
- **Did you report it to the police? When?**
- **Report to the police to get it on the stolen database list**

Exhibit 1

INVENTORY CONTROL ACCOUNT

EXAMPLE:

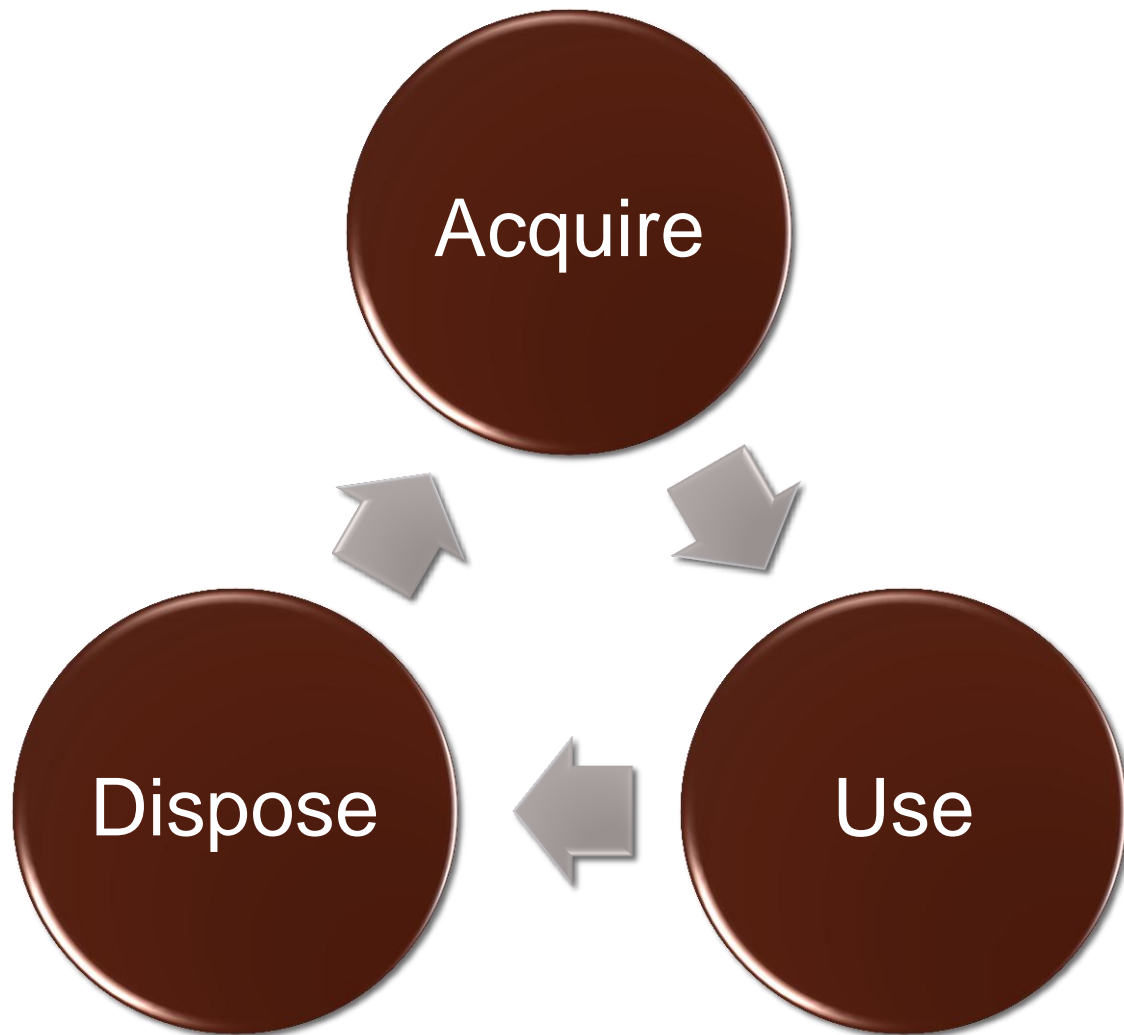
DATE	DESCRIPTION	ADDITIONS	DELETIONS	BALANCE *
07/01/03	Beginning Balance			\$50,000 (1)
09/30/03	Acquisitions 07/01/03 - 09/30/03	\$10,000 (2)		\$60,000 (3)
09/30/03	Disposals 07/01/03 - 09/30/03		\$5,000 (4)	\$55,000 (5)

Explanation:

- (1) \$50,000 is the beginning inventory value on 07/01/03
- (2) \$10,000 represents the total acquisitions (purchases, transfers in, etc.) transacted during the reporting period 07/0/03 - 09/30/03
- (3) \$60,000 is the total inventory value after acquisitions for the reporting period have been applied to the beginning balance.
- (4) \$5,000 represents the total disposal (sales, transfers out, scrap, etc.) transacted during the reporting period 07/01/03 - 09/30/03
- (5) \$55,000 is the ending inventory value on 09/30/03

* Detail records should be maintained to support these totals until after the next legislative audit has been completed and as prescribed by the agency's record retention schedule.

Property Life



Property Life



Acquire

- PO and Invoice
- Source Documentation



Use

- Transfer and Reconcile
- Physical Inventory



Dispose

- EPD's and Missing & Stolen
- Create Reports

Control Account is a Spreadsheet

In a perfect world

$$\boxed{\text{CA}} = \boxed{\text{Detail}}$$

Acquire \$100 and
enter into Detail

$$100 = 100$$

CONTROL ACCOUNT

Reality

$$\boxed{\text{CA}} = \boxed{\text{Detail}} + \boxed{\begin{array}{c} \text{Not in} \\ \text{Detail} \end{array}}$$

CONTROL ACCOUNT

	CA	=	Detail	+	Not in Detail	FMIS
	0	=	0			
paid \$100 for	100	=	0	+	100	100
later receive detail record			+100		-100	
Balance	<u>100</u>	=	<u>100</u>	+	<u>0</u>	
EPD \$35	-35	=	-35			
Balance	<u>65</u>		<u>65</u>			
Physical Inventory 0 missing	0	=	0			
Balance	<u>65</u>		<u>65</u>			
Balance	65		65			
Missing & Stolen report \$25	-25		-25			
Balance	<u>40</u>	=	<u>40</u>			

Quiz Question

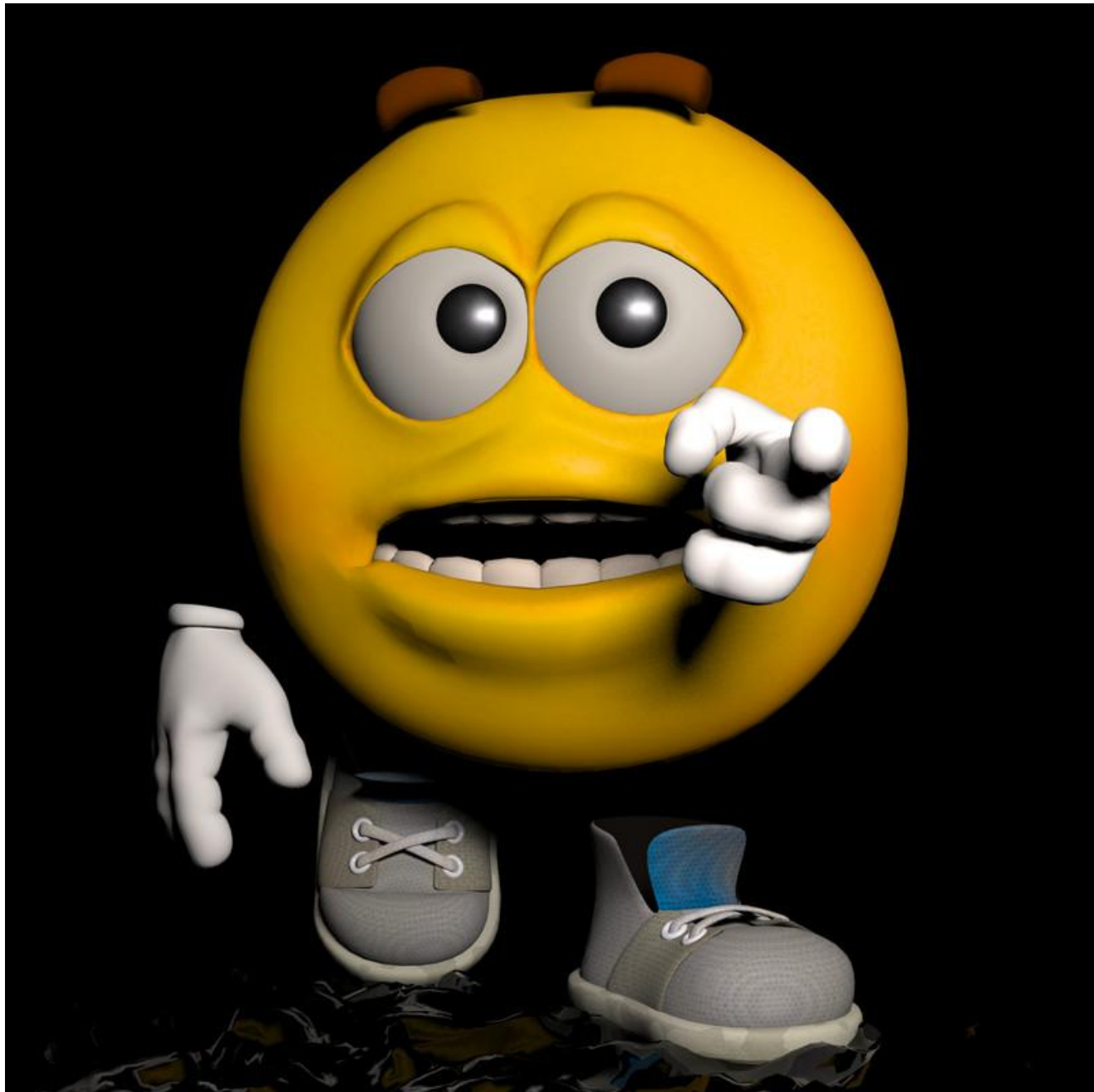
- What is Coming?

Answer

The word "COMPLIANCE" is rendered in a 3D, blue, sans-serif font. The letters are thick and have a slight shadow beneath them, giving them a three-dimensional appearance. The text is positioned diagonally, sloping upwards from left to right. The background is a solid, light blue color.

Second Quiz Question

- Who is bringing it....



Arigato

Mahalo

Grazie

Spasiba

THANK
YOU

Thoins
Moite

Gracias

Merci

Danke

Shukran